Residence Building Service Person/Carpenter

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Trades and Maintenance

Position covered by the Collective Agreement with the Canadian Union of Public Employees (CUPE), Local 1334

Residence Building Service Person/Carpenter

Student Housing Services

2 Positions

Hiring #: 2016-0284

Please read the Application Instructions [2] before applying

Under general supervision, the Carpenter is responsible for the maintenance, alterations and construction of University and buildings; working from work orders, drawings, sketches, and/or oral instructions. This includes all aspects of carpentry.

Some typical duties include:

- Preventative Maintenance - Cleans, lubricates, adjusts and repairs where necessary, building systems, University infrastructure, shop and equipment, as per preventative maintenance work order check lists.
- Performs repairs and alterations to facility/building services and equipment
- Works in a safe and responsible manner while following University procedures and all relevant safety rules and regulations as per the Occupational Health and Safety Act
- Fills out and completes all necessary and related paper work pertaining to daily responsibilities (work orders, time cards, etc.)
- Remains knowledgeable and current with requirements of the trade through participation in such things as courses, instructional seminars and trade shows
- Assists other trades working in the same area or on the same job when it is efficient and/or expedient to do so
- Assesses projects and determines what/if other trades are needed to complete the projects; determines and lists required materials
- Installs, constructs, fabricates and renovates interior and exterior components of the building and related structures. Work could involve such things as doors, lock sets, door closures and related door hardware, door frames, windows (wood or metal), vinyl, wood/resilient/concrete/tile floors, ceramic tile/drywall/plaster ceilings and walls, stairs, furniture, minor painting, shelving and all loose and fixed cabinetry, all related concrete work (forms, concrete placement) fiberglass, air-conditioner installation, fencing and fireproofing and sign installation.
- Constructs walls, ceilings, ramps, and demolition of same as required
- Caulks and surfaces (interior and exterior); this includes windows, doors, shower stalls,
bathtubs etc.
- Cuts and shapes materials by hand or machine tools
- Repairs and installs roofs of tile, asphalt or wood shingles and all types of cold process roofing materials as required
- Erects and dismantles scaffolding, shoring, and ladders for work assignments
- Supports special projects as required (i.e., Convocation set-up, Alumni Weekend)
- Operates boom and scissors type hydraulic working platforms (University sponsored training and license required prior to operation of these units).
- Responds to emergency call-ins.
- Performs repairs to facility/building services and equipment: removes and replaces broken glass, Plexiglas, Lexan etc. in windows and doors of buildings, fire hose cabinets, bulletin boards, cabinets, refrigeration cases, glass shelving, etc. uses hammers, chisels, putty knives, torches, pliers, suction cups, etc.
- Makes temporary repairs of windows, doors and glasses areas as required by the installation of plywood, etc. uses nails, tape, wire etc.
- Disposes and cleans up broken glass construction debris from job site.
- Repairs of fabricates metal and synthetic screens.
- Cuts, polishes edges and drills glass as required, using glass cutters, wet abrasive belt sander, electric drills, drill bits, abrasive grains, etc.
- Provides accurate and detailed sketches of sizes and construction detail of double glazed units as required.
- Performs other job related duties as assigned.

Requirements of this positions are:

- Grade 12 plus have obtained General Carpenter’s provincial trade certification.
- A minimum of three years experience (7200 hours (approximately four years) of experience (apprenticeship) to acquire provincial trade certification for General Carpenter)
- Must be experienced with blueprint reading, drafting, rigging and scaffolding
- Must be familiar with the Ontario Building Code and Ontario Occupational Health and Safety Act
- Must have good mathematical ability
- Conducts himself/herself in a polite, tactful, diplomatic and respectful manner at all times when dealing with others
- As a condition of employment, any applicant from off-campus, if selected as the successful candidate, will be required to provide a satisfactory criminal reference check, at their own expense.

Position Number 013-087; 013-088
Classification CUPE Band 7
0-3 month rate $28.85 per hour
Job Rate $30.37 per hour
Vacancy Original
Work Location Family Housing Complexes and Graduate Houses

Posting Date: 2016 08 05
Closing Date: 2016 08 26